

**MATURE WORKER PROGRAM
PERFORMANCE MEASUREMENT REPORT**

1. Entity Reporting: _____

2. For Month of: _____ 3. Year _____

PERFORMANCE MEASURE	4. Reporting Month (total)	5. Year to Date (total)	6. SCSEP Participants (month)	7. SCSEP Participants (Year to Date)
<i>A. Number of Individuals Served</i>				
<i>B. Number of Jobseekers referred to One-Stops</i>				
<i>C. Number of New Businesses Recruited</i>				
<i>D. Number of Job Openings Listed</i>				
<i>E. Total Number of Persons Hired</i>				
<i>E1. Full-time</i>				
<i>E2. Part-time</i>				
<i>F. Average Salaries of Individuals Hired</i>				
<i>G. Retention Rate at six (6) Months After Hire</i>				

8. _____
Report Prepared By Phone

9. _____
Director (or Designated Representative) Signature

10. _____
Date Report Completed

**INSTRUCTIONS FOR COMPLETING THE
MATURE WORKER PROGRAM PERFORMANCE MEASUREMENT REPORT**

1. **Entity Reporting:** Enter the name of your organization
2. **For Month of:** Enter the Month the data is being reported for
3. **Year** Enter the (Calendar) year the data is being reported for
4. **Reporting Month (total):** In this column, enter the total number for each performance measure (A-G) in the reporting month indicated in Line 2.
5. **Year to Date:** In this column, enter the total number for each performance measure (A-G) for the year
6. **SCSEP Participants (month):** For each performance measure, enter the number who were SCSEP participants. This entry is a subset of Column #4
7. **SCSEP Participants (Year to Date):** For each performance measure, enter the number who were SCSEP participants. **NOTE:** This entry is a subset of Column #5
8. **Report Prepared By:** PRINT the name of the individual who prepared the report
9. **Director (or Designated Representative) Signature:** signature of the authorized individual who approved the report
10. **Date Report Completed:** Enter the date the report was approved and signed-off by the authorized individual on Line 9

Performance Measures

- A. **Number of Individuals Served:** Enter the number of individuals who sought employment assistance services
- B. **Number of Jobseekers Referred to One-Stops:** Enter the number of individuals who were referred to a One-stop for services
- C. **Number of Business Recruited:** Enter the number of new business recruited to list job openings. A new business is counted as a business entity that has no previous record or relationship with the Mature Worker Program
- D. **Number of Job Openings Listed;** Enter the total number of job openings that were listed. **NOTE:** A single job order can include more than one opening
- E. **Total Number of Persons Hired:** Enter the total number of individuals who entered into employment. A "hire" must have been verified with the employer
- E1. **Full-time:** Enter the total number of individuals counted in Performance Measure "E" who were hired as full-time (over 30 hours per week)
- E2. **Part-time:** Enter the total number of individuals counted in Performance Measure "E" who were hired as part-time (under 30 hours per week)
- F. **Average Salaries of Individuals Hired:** Enter the average salary of individuals counted in Performance Measure "E"
- G. **Retention Rate at six (6) Months After Hire:** Enter the number of individuals who were still employed six (6) months after their hire date